

Witness statement – unpaid penalty charge

Please complete this form in black ink using BLOCK CAPITALS

Traffic Enforcement Centre
 Northampton County Court Business Centre
 St. Katharine's House
 21 – 27 St Katharine's Street
 Northampton, NN1 2LH

Penalty Charge No.	
Vehicle Registration No.	
Applicant	
Location of Contravention	
Date of Contravention	

You must ensure that all details above are correctly entered from the form TE3 - Order for Recovery of unpaid penalty charge (**Dart Charge**).

Title ☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms. ☐ Other _____

Full name (Witness)

Address

Postcode

Company name (If vehicle owned and registered by a company)

The above named witness, declares that: Tick all boxes that apply to you.

- ☐ I did not receive the penalty charge notice.
- ☐ I made representations about the penalty charge to the Charging Authority concerned, within 28 days of the service of the Penalty Charge Notice, but did not receive a rejection notice.

I appealed to an adjudicator against the Charging Authority's decision to reject my representation, within 28 days of service of the Rejection notice, but have either:

- ☐ Had no response to the appeal,**or**
- ☐ The appeal had not been determined by the time that the charge certificate had been served,**or**
- ☐ The appeal was determined in my favour.

- ☐ The penalty charge has been paid in full.

Date it was paid

How was it paid Cash/Cheque/Debit/Credit card

To whom was it paid

Proceedings for contempt of court may be brought against you if you make or cause to be made a false statement in an application verified by a statement of truth without an honest belief in its truth.

Statement of truth

(I believe) (The witness believes) that the facts stated in this statement are true.

Signed

(witness) (Person signing on behalf of witness)

Dated

Print full name

If you are signing on behalf of the witness, are you

- ☐ An Officer of the company ☐ A Partner of the firm ☐ A Litigation friend acting on behalf of a protected party within the meaning of the Mental Capacity Act 2005

Making a Witness Statement

You may make a witness statement under the following grounds, which apply to you:

- You did not receive the penalty charge notice.
- You made representations about the penalty charge notice to the Charging Authority within 28 days of service of the notice but did not receive a reply (notice of rejection).
- You appealed to an adjudicator against the Charging Authority's decision to reject your representation within 28 days, but either:
 - Had no response to your appeal, or
 - The appeal had not been determined by the time that the charge certificate had been served, or
 - The appeal was determined in your favour
- You paid the penalty charge to which the charge certificate relates. You must provide details of the date payment was made, the method of payment i.e. cash, cheque, etc and who the payment was made to.
Please note you may be asked to provide proof of payment upon request.

Proceedings for contempt of court may be brought against you if you make or cause to be made a false statement in a witness statement verified by a statement of truth without an honest belief in its truth.

You must file the witness statement by the date shown on the Order for Recovery.

Once completed send to the Traffic Enforcement Centre at:

County Court Business Centre
St Katharine's House
21 – 27 St Katharine's Street
Northampton
NN1 2LH

or tec@hmcts.gsi.gov.uk